

Youth Initiative for Sustainable Human Development in Africa (YiSHDA)

Travel Policy Manual

This Manual is the exclusive property of Youth Initiative for Sustainable Human Development in Africa (YiSHDA)

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I. GENERAL POLICY

A. Background

The purpose of this manual is to establish the policies and procedures of Youth Initiative for Sustainable Human Development in Africa (YiSHDA) concerning authorized travel expenses for employees incurred while conducting business on behalf of and for the benefit of YiSHDA. These business trips are domestic and, under exceptional circumstances, international. Employees travelling on behalf of YiSHDA are entitled to transportation, hotel accommodations, and services, as needed, which meet reasonable and adequate (not lavish) standards for convenience, safety, and comfort. Employees are expected to use discretion and good judgment regarding expenses charged to YiSHDA. These policies will be consistently adhered to irrespective of the funding source. It is the responsibility of all YiSHDA employees to comply with the policies and procedures in this manual. It is the responsibility of the President/CEO to ensure that these policies and procedures are implemented.

B. Related Personal Travel

Any personal expenses incurred during, before, or after official YiSHDA business is the responsibility of the employee. If the employee wishes to take a side trip before or after the official YiSHDA business trip, then any expenses associated with these trips are the responsibility of the employee.

An employee may combine vacation or personal leave with a business trip, if it is approved in advance by the President/CEO, including first completing a necessary request form (see Attachment A) and then having it signed by the President/CEO the business portion of such trips provided there is a net savings to YiSHDA. YiSHDA is not responsible for any costs (e.g., transportation, lodging, or meals) associated with the vacation or personal days.

C. Travelling Companions

Any additional costs associated with an employee's travelling companion cannot be charged to YiSHDA and are the responsibility of the employee (i.e., spouses/guests travelling with YiSHDA employees are responsible for paying their own individual expenses).

II. TRAVEL PROCEDURES

A. Approvals

All travel must be approved in advance by the President/CEO. It is the responsibility of all YiSHDA employees wishing to travel to obtain any necessary approval from the President/CEO, and to prepare, in conjunction with the Admin/Operations, a Travel Authorization Form (Attachment A).

B. Reservations

All reservations, including airline, hotel, car rental, and others, will be made by the Admin/Operations, unless otherwise agreed to by the Administrative Staff. A Travel Authorization Form will be required prior to finalizing reservations. If an individual makes their own reservations, then a signed Travel Authorization Form must be obtained prior to the travel occurring.

C. Airline Travel

Whenever air transportation is used, reservations should be made as far in advance as possible and the lowest airfare should be used.

D. Automobile Travel

Whenever a personal automobile is used, reimbursement will be made at a cost-per-mile basis. Tolls and parking fees will also be reimbursed. Reimbursement will not exceed the amount of coach airfare and associated costs.

E. Car Rental

When renting a car, a receipt must be obtained and submitted with the Expense Report (Attachment B) in order to be reimbursed for car rental and gasoline expenses by YiSHDA. If an employee uses a rental car for personal use and, as a consequence, there are additional costs then these costs are the responsibility of the employee.

III. TRAVEL EXPENSE POLICIES

A. General

It is YiSHDA's policy to follow generally the federal travel regulations and to ensure that all expenses are consistent with the responsible use of available resources.

B. Lodging

It is YiSHDA's policy that actual, reasonable costs will be reimbursable for lodging expenses. Hotels of moderate and reasonable comfort should be sought, rather than deluxe or luxury hotels. Each traveller should use their best judgment in selecting a location and hotel to stay, recognizing that their health and safety are of paramount importance. Hotels should not be more than (N10, 000 per night).

C. Meals and Incidental Expenses

It is YiSHDA's policy that actual, reasonable costs will be reimbursable for meals and incidental expenses. YiSHDA will also give Per Diem/DSA for lodging and should not be more than (N3000 per night). A receipt must be obtained and submitted with the Expense Form in order to be reimbursed for lodging expenses

D. Miscellaneous Expenses

It is YiSHDA's policy that actual, reasonable costs will be reimbursable for other travel-related expenses. Examples of other, allowable miscellaneous expenses include: taxi/shuttle fares to/from airport, parking fees, business-related photocopying, equipment rental, and telephone calls. Examples of expenses that are not allowable include: alcoholic beverages, parking fines or tickets, personal travel expenses, or personal medication. All expenses must be listed on the Expense Report

IV. REPORTING REQUIREMENTS

A. Expense Report

An Expense Report (Attachment B) must be submitted to the Administrative Department within 10 days of completing a business trip. Each traveller is responsible for preparing and submitting their own report. Each traveller is responsible for providing receipts to support all meal expenses and all other expenses.

B. Trip Report

A traveller may be asked to prepare a Trip Report (Attachment C) for certain trips, as determined by the President/CEO. The report will be due within 10 days of completing a business trip and submitted to the President/CEO.

- **Reimbursement Policy**

Employees seeking reimbursement for travel-related expenses shall comply with YiSHDA's travel policies and procedures as outlined in this manual. Reimbursable expenses include actual, reasonable costs for travel, lodging, and meals and incidental expenses.



Attachment A Travel Authorization Form

Name of Traveller:	
Phone Number:	
Purpose of Travel:	
Date of Travel:	
Date of Return:	
Destination City:	
Number of Nights:	
Proposed Departure Time:	
Proposed Arrival Time:	
Note:	

FOR OFFICIAL USE ONLY

Reviewed by: _____

Verified by: _____

Approved by: _____

Signature/Date: _____



Attachment B Expense Report

Name: _____ Department: _____

Phone Number: _____

Email Address: _____

Purpose of Travel: _____

Signature: _____

Date	Project	Transport	Lodging	Meals	Texi	Parking	Others	Total
Totals								

Note:

- Make sure expense report is submitted 10 days after Travel.
- Expense report should be submitted with receipts.
- Receipts are required for every expense above ₦5000

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Reviewed by: _____ (Name, Date and Signature)



Attachment C Trip Report

Name of Traveller: _____

Travel Dates: _____

Purpose of Travel: _____

Organization Visited: _____

People Contacted: _____

Observations/Findings: _____

Proposed Changes and/or Recommendations: _____

Other Comments: _____

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Reviewed by: _____

Verified by: _____

Signature/Date: _____